

115th FIGHTER WING HUMAN RESOURCE ADVISOR VACANCY ANNOUNCEMENT

WISCONSIN AIR NATIONAL GUARD (ANG)

115th Fighter Wing
3110 Mitchell Street
Madison, WI 53704-2591

ANNOUNCEMENT #: 2012-01**DATE:** 3 April 2012**CLOSING DATE:** 4 June 2012**UNIT:** 115th Fighter Wing**DAFSC:** 3S091 - Retain PAFSC**MAX AVAILABLE GRADE:** SMSgt**POSITION TITLE:** Wing Human Resource Advisor
(HRA)**AREA OF CONSIDERATION:** Statewide.

All candidates may apply who meet the basic qualification for position and are eligible for membership in the WI ANG.

SPECIALTY SUMMARY

The Human Resources Advisor's role is to advise command leadership on issues leading to the enhancement of the organization's culture; promoting opportunities for all ANG members to maximize their individual potential for success without regard to their cultural differences. Human Resources Advisors are responsible for working with key individuals in the human resource process to achieve diversity management objectives within the organization.

QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the Force Support Squadron to ensure mandatory requirements are met as outlined in applicable regulations. Applicants must meet a selection board.
- The HRA position is a controlled grade position funded for **Drill Status Guardsmen (DSGs) ONLY. Active Guard Reservists or Military Technicians are not militarily compatible or eligible.**

MINIMUM QUALIFICATIONS (IAW ANGI 36-2110):

- Applicants must be in the grade of Senior Master Sergeant. Master sergeants may be selected if they are immediately eligible for promotion to Senior Master Sergeant (SMSgt) under the provisions of the retraining promotion program in ANGI 36-2502, *Promotion of Airmen*.
- Applying Master Sergeants must complete the SNCO Academy Course in residence or by correspondence prior to application and have time in grade and time in service requirements for promotion to SMSgt met by 4 June 2012.
- Member shall have a minimum of 2 years of retainability for the date of validation by NGB HRA Program Manager.

MANDATORY SCHOOL: Upon selection, candidate must be available to attend the Air National Guard Human Resources Advisor Orientation Course within 12 months of appointment as the wing HRA.

DUTIES AND RESPONSIBILITIES:

Reports to the Wing Commander.

- Develop and maintain liaison and facilitate team relations with the Wing Commander, Vice Commander, Executive Officer, Equal Opportunity Officer, State and Wing Command Chief Master Sergeant (CCM), State HRA, Unit Career Advisors, First Sergeants, Recruiters, Retention Office Manager, Chaplain, Family Support Services, Yellow Ribbon Program Coordinators, and Community Leaders.
- Assist in the development of and actively participate in a Wing Level Diversity Council, with above mentioned personnel, to address Diversity initiatives throughout the Wing.
- Actively participate in the creation of the Wing Strategic Plan and maintain relevant documentation.
- Develop and implement a Goals and Objectives (GO) Plan, which is relevant, measurable and aligned with the Wing Strategic Plan to support mission readiness. GO Plan must include, but is not limited to the following areas: diversity, force development, and force development.
- Submit Quarterly Activity Reports to the Wing Commander and Wing Command Chief; analyze statistics and surveys for trends.
- Identify baselines and methods to assess wing/unit diversity education and training needs to ensure requirements are in conjunction with the organization's mission and goals. Identify areas for improvement in diversity education and training.
- Participate in and receive work group reports as they relate to Diversity, Force Development, and Force Management.
- Actively participate and promote ANG and community based activities designed to contribute to a culturally diverse organization.
- Develop and maintain an HRA Continuity Book with a documented annual review.
- Develop a Unit Compliance Inspection (UCI) File Plan and maintain all pertinent HRA documentation.
- Work in conjunction with CCM on all boards and selection committees to ensure fairness and equity.
- Provide mentoring and support to unit emerging leaders and promote the ANG mentoring program.
- Assess wing/unit performance, recognition, promotion and awards program and provide feedback to Wing Commander.
- Identify methods to assess how well the wing/unit maintains a work environment conducive to the well being and growth of all members.

KNOWLEDGE: The wing HRA assumes a leadership role in advising the Commander in Diversity, Personnel Force Development and Personnel Force Management issues. A HRA must possess extraordinary persuasive skills and a high level of emotional intelligence. This skill set includes the ability to communicate, to listen, to understand and to take into account the doubts of others.

EDUCATION:

Must have completed the SNCO Academy Course in-residence or by correspondence prior to application. In-residence attendance is desirable.

OTHER QUALIFICATIONS:

Applicant must have a current fitness test and be within Air Force fitness standards as outlined in AFI 36-2905 at time of interview.

TRAINING:

Completion of the Air National Guard Human Resources Advisor Orientation Course within 12 months of appointment as the wing HRA is mandatory. Failure to complete the course requirements within 12 months of appointment can result in removal from the position.

EXPERIENCE:

Leadership and mentoring experience in the military and/or civilian environments is desired. Familiarity with concepts and processes for assessing and promoting Air Force Diversity is desired.

APPLICATION PROCEDURES:

- Interested members will submit a cover letter, resume, copy of current ANG fitness test results and current RIP.
- Also submit a personal letter of intent outlining career goals and objectives. May also submit a maximum of 3 letters of recommendation.
- The Wing Command Chief Master Sergeant (CCM) and Force Support Squadron (FSS) will confirm the qualifications of all applicants. The CCM reviews applicant's records for eligibility and determines if the applicant's total profile supports boarding the member.
- Questions concerning the application procedures can be directed to CMSgt Tom Cunningham @ 608-245-4585.

MAIL OR HAND DELIVER APPLICATION TO (by COB on 4 June 2012):

115 FW/FSS/CMSgt Cunningham

3110 Mitchell Street – Bldg 500

Madison WI 53704-2591

Incomplete and/or applications received AFTER COB 4 June 2012 will not be considered.

DISTRIBUTION:

- 1 – All Commanders
- 1 – All FW Chiefs
- 1 – All FW First Sergeants
- 1 – Public Affairs Office
- 1 -- 128 ARW
- 1 -- JFHQ
- 1 -- Volk Field